

CITY OF TUALATIN

Classification Description

Job Title: Finance Director
Department: Finance
Reports To: City Manager
FLSA Status: Exempt

SUMMARY: Manages all fiscal operations and investments of the City. Plans, organizes, provides direction and leadership to the Finance Department, directly supervises professional accounting personnel. Functional areas of the Department include, but are not limited to: Accounts Payable, Accounts Receivable, Budgeting, Business Licenses, Collections, Fixed Assets, LID's, Payroll, Purchasing and Utility Billing.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

Oversees and administers the activities of the Finance Department in accordance with City goals and objectives.

Manages the receipt and disbursement of all City monies and the investment of City funds.

Directs preparation of long and short-range funding methods through consultants and financial services vendors.

Directs cost analysis, financial and statistical data for management purposes and preparation of audit documentation required for the disbursement of City funds in accordance with official established procedures.

Maintains accounting control and cost analysis of local improvement districts, including all facets of bonding and collection of assessments.

Directs preparation and monitors the City's capital and operating budget, including grant administration, revenues and expenditures.

Directs preparation of financial statements, cost reports and statements of receipts and expenditures at regular intervals. Reviews and analyzes statements for compliance and accuracy.

Maintains system of control to ensure that expenditures do not exceed budgetary appropriations and keeps the City Manager and Department Managers advised of the financial conditions of their programs through standard reporting systems.

Responsible for approval, audit, and any certification of all claims against the City for personal services, materials and services and capital expenditures.

Directs the maintenance of a central accounting system for the City and the District in a manner consistent with established, accepted governmental accounting standards and practices to guarantee the ability to produce cost, financial and statistical data for management purposes and to meet statutory requirements.

Develops or directs preparation of procedures for utilization of the central accounting system and other services provided by the Department;

Advises City Manager on fiscal issues provides financial advice and technical assistance to the City Council, City Manager and Department Managers.

Coordinates with other departments and facilitates collaboration with public agencies, businesses, non-profit organizations, and community groups;

Directs the central purchasing and fixed asset inventory systems. Maintains inventory records of all municipal property.

Coordinates with staff in the formulation of annual and long-term budget estimates for the Finance Department and controls budget expenditures.

Responds and resolves difficult customer inquiries and complaints.

Drives to city facilities, vendors, training programs, and local and regional meetings as necessary.

SUPERVISORY RESPONSIBILITIES: Directly supervises department professional staff. Oversees work of outside consultants.

COMPETENCY: To perform the job successfully, an individual should demonstrate the following competencies:

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses experience to complement data.

Ethics - Treats people with respect; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Innovation - Displays original thinking and creativity; Develops innovative approaches and ideas.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Leadership - Effectively influences actions and opinions of others.

Organizational Support - Supports affirmative action and respects diversity.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Inspires respect and trust; Recognizes and deals with political issues and topics.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Quality - Demonstrates accuracy and thoroughness; Monitors own work to ensure quality. Ensures that services and programs are operated, and capital improvement projects are constructed, in compliance with Best Management Practices, local, state, and federal guidelines, rules, and laws.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Identifies external threats and opportunities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TECHNICAL KNOWLEDGE and ABILITY: Thorough knowledge of general laws and administrative policies governing municipal financial practices and procedures. Thorough knowledge of the principles and practices of accounting and budgeting in government including fiscal control. Thorough knowledge of modern office practices and of standard accounting and office equipment including a good understanding of computer systems and their application to municipal accounting and fiscal management.

Ability to analyze problems, identify alternate solutions and consequences of proposed actions. Implement recommendations in support of goals. Ability to formulate and install standard accounting methods, procedures, forms and records. Ability to prepare informative financial reports. Ability to develop long-range plans and programs and to make sound decisions on matters of major policy and on complex administrative financial problems and to advise the City Manager of the formulation of fiscal policy. Ability to administer grants and budgets. Ability to apply Federal, State and local policies, procedures, laws and regulations.

EDUCATION and/or EXPERIENCE: Five years of progressively responsible experience in finance administration, preferably in governmental organization, with at least two years of experience in a supervisory/management position.

Bachelor's degree in business, finance, public administration or related field from an accredited college or university; Master's degree preferred. Certified Public Accountant (CPA), Certified Management Accountant (CMA) required. Certification as a Municipal Finance Administrator (CMFA) is desirable, as is experience in governmental investments. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, City Council, and the general public.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Computer Skills: To perform this job successfully, an individual should have an advanced understanding of computer systems and their application to municipal accounting and fiscal management; accounting software and spreadsheet software.

CERTIFICATES, LICENSES, REGISTRATIONS: Certified Public Accountant (CPA), Certified Management Accountant (CMA), or Certified Municipal Finance Administrator (CMFA).

OTHER SKILLS AND ABILITIES: Ability to plan, organize, direct and coordinate activities and employees of the department. Ability to communicate effectively in written and oral form. Ability to work effectively with officials, committees, the general public and other employees. Ability to ably represent the City at a regional and statewide level. Ability to establish and maintain cooperative working relationships with private, non-profit, and public stakeholders. Ability to build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

PHYSICAL DEMANDS and WORK ENVIRONMENT: The physical and work environment demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment is usually moderate.